



# Sulphur Springs Union School District

## Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School  
Leona Cox Community School  
Pinetree Community School

Fair Oaks Ranch Community School  
Mint Canyon Community School  
Sulphur Springs Community School

Golden Oak Community School  
Mitchell Community School  
Valley View Community School

## PURCHASING ASSISTANT

### DEFINITION

Under direction, to perform responsible technical purchasing work in the purchasing and inventory control operations of the District; to manage the flow of work in the Maintenance and Operations office and serve as secretary to the department head; to maintain a variety of manual and automated records and prepare periodic reports; and to perform related work as required.

### CLASS CHARACTERISTICS

This one-position class has the dual function of serving as a purchasing specialist and as the secretary and office manager for the Maintenance and Operations Department. The incumbent performs technical level purchasing duties for warehouse stock and a wide variety of buyout purchases. Purchase of large specialized equipment, furniture, computers, construction services, and most contracted work is handled by management personnel. The incumbent performs data entry and database management to support District-wide purchasing functions and serves as secretary, office manager and communication conduit for the M&O Department.

### EXAMPLES OF DUTIES

*The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.*

Investigate sources of supply, interview vendors, and analyze prices and market trends to determine best source of supply; purchase warehouse supplies and materials, buyouts, and M&O materials and tools, equipment, supplies, and parts. Obtain quotations by telephone, FAX, letter, and personal contact. Interview sales representatives and discuss specifications, materials and pricing with District Personnel.

Analyze incoming purchase requisitions for completeness, accuracy, and compliance with purchasing requirements and district policy; process purchase orders; determine priority of requisitions, trace missing deliveries and research new products; follow up on purchases to obtain timely delivery.

Contact vendors, check prices and availability, and arrange for the rental of equipment and furniture for special projects and events.

Call approved vendors to price and schedule specialized services and repairs. Obtain contract services for assigned services such as solid waste collection, audio-visual equipment repair, and pest control. Evaluate past service, obtain quotes, recommend award, and prepare contracts for Board approval.

Serve as secretary for the department head and department; schedule appointments, meetings, and meeting rooms; maintain departmental personnel files; prepare monthly time sheets for departmental classified staff; make travel arrangements and prepare conference attendance and reimbursement forms for Board and administrative approval.

Compile, update, and prepare a variety of specialized reports related to maintenance and operations functions.

Work with warehouse personnel to estimate usage of items carried in the District warehouse; perform data entry to maintain accurate perpetual inventory level of warehouse stock; review usage estimates and warehouse inventory to #place timely orders to maintain warehouse supply inventory at appropriate levels; maintain and distribute warehouse catalog and prepare warehouse forms and documents.

Issue purchase order numbers to M&O personnel, maintain and post information to purchase order number log; receive, assemble, check, code and extend invoices and process for authorization; send complete invoices to the Business Office for payment.

Receive, process, and route work orders for authorization and assignment to departmental staff; receive telephone and radio calls regarding work requests, emergencies, and purchase order numbers; transmit and receive information for and between M&O personnel; notify M&O staff of emergencies which require their services; prepare work orders for service to internal customers.

Key forms and input data, such as invoices, bids, specifications, agreements, reports, requisitions/purchase orders, warehouse stock requisitions, assets inventory, and warehouse inventory adjustments using typewriter and computer terminal; issue Purchase Orders on computer receive and send e-mail; compose and keyboard correspondence.

Provide information and assistance to district personnel regarding purchasing needs, procedures, and problems; track purchase orders and requisitions; file purchase requisitions, purchase orders, work orders, catalogs, and other materials.

Receive deliveries and perform light warehouse work; participate in physical inventory of warehouse; barcode incoming equipment.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

#### **LICENSE REQUIRED**

Possession of a valid and appropriate California Driver's License may be required.

#### **QUALIFICATIONS**

##### ***Knowledge of:***

Public purchasing procedures, practices, methods, and terminology.

Supply, material, and equipment sources and vendors.

Oral and written communication skills.

Interpersonal skills using tact, diplomacy and courtesy.

Principles of office administration and systems, office technology and work flow.

English usage, spelling, grammar, and punctuation.

Modern office equipment and procedures.

General mathematics.

Automated record keeping, using databases and spreadsheets and manual record keeping practices.

Computer terminal operation methods.

Advanced customer service principles and practices.

##### ***Ability to:***

Purchase a broad range of warehouse supplies in a cost effective and efficient manner.

Perform varied purchasing and inventory control efficiently and accurately.

Interpret, apply, and explain district purchasing-related policies and procedures and legal requirements.

Communicate effectively orally and in writing.  
 Make arithmetic calculations with speed and accuracy.  
 Compose written communications independently.  
 Plan and implement the operation of a busy office to serve the needs of a wide range of customers and meet record keeping requirements and deadlines.  
 Perform responsible administrative secretarial work with speed and accuracy.  
 Read and interpret specific rules, laws, policies, and procedures and apply them with good judgment in a variety of procedural situations.  
 Operate computer terminal and/or microcomputer proficiently using advanced word processing, spreadsheet and database software to enter, manipulate, format, and retrieve information.  
 Establish and maintain automated and manual indexes and files.  
 Keyboard accurately at a speed necessary for job success (approximately 60 wpm).  
 Take shorthand notes, keyboard dictation, or machine dictation.  
 Understand and carry out oral and written instructions.  
 Establish and maintain effective relationships with those contacted in the course of work.

**TRAINING AND EXPERIENCE**

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is completion of high school and one year of experience performing responsible technical-level purchasing, preferably including experience at the K-6 public education level; or three years of increasingly responsible administrative support work in an automated office environment with at least one year of advanced administrative support experience performing varied and responsible office management and administrative secretarial duties with a high level of customer service responsibility; or two years of experience in Sulphur Springs Union School District at or above the level of Office Specialist from which the candidate has gained the skills, knowledge, and abilities stated above. Completion of course work leading to an Associate of Arts major in secretarial science, office technology, or a closely related field is desirable and may be substituted for two years of administrative support experience.

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.*

**PHYSICAL DEMANDS ASSOCIATED TASKS**

**Vision:** (which may be corrected)  
 Read small print  
 See small objects at a distance of 2'  
 View a computer screen for prolonged periods

**To Perform Tasks Such As To:**  
 Read invoices  
 Monitor computerized warehouse inventory  
 Process purchase orders and maintain warehouse records

**Hearing:** (which may be corrected)  
 Understand speech over a telephone

**To Perform Tasks Such As To:**  
 Obtain bids and quotes

**Speech:**  
 Speak with a level of proficiency and volume to be understood over a telephone and in a noisy environment

**To Perform Tasks Such As To:**  
 Communicate with staff and vendors; provide information to District personnel

**Upper Body Mobility:**

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow

Extend arms to reach outward and upward and use hands and arms to lift objects

Turn, raise, and lower head

**Lower Body Mobility:**

Walk on even surfaces

Sit for prolonged periods of 2 hours

**Strength:**

To lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis

**Environmental Requirements:**

Constant work interruptions

Work independently

Work cooperatively with others

Work inside

**Mental Requirements:**

Read, write, understand, interpret, and apply moderately complex information

Math skills at high school level

Comparing

Compiling

Coordinating

Judgment

Learn quickly and follow written/verbal procedures and standards

Decision-making

Rank information in order of importance

Listen

**To Perform Tasks Such As To:**

Perform data entry

Reach for reference material

Look from desk to computer screen

**To Perform Tasks Such As To:**

Perform duties in an office setting

Process purchase orders

**To Perform Tasks Such As To:**

Pick up reference books

**To Perform Tasks Such As To:**

Answer phone calls from vendors and internal customers

Perform assigned duties

Obtain bids

Perform duties in an office setting

**To Perform Tasks Such As To:**

Prepare purchasing contracts

Make calculations

Obtain competitive pricing

Prepare warehouse catalog

Schedule warehouse deliveries; arrange for M&O staff to attend to emergencies

Recommend vendors; assess reported emergencies

Perform assigned duties

Coordinate purchasing with limited supervision

Schedule daily work

Understand staff concerns and expectations; understand descriptions, prices, and delivery terms